

*Housing Agency Letterhead*

Date:

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RE: Notice of Ineligibility – Application Verification

Dear \_\_\_\_\_,

I regret to inform you that, after verifying all of your initial documents and running your background and/or credit check, your application has been denied due to the following reason(s):

_____	INCOME TOO HIGH
_____	BAD CBI REPORT
_____	TIME HAS ELAPSED FOR RECEIPT OF DOCUMENTS
_____	TIME HAS EXPIRED ON VOUCHER
_____	MISSED APPOINTMENT(S) AND DID NOT RESCHEDULE
_____	OTHER: _____

You are welcome to reapply for the Section 8 Voucher Program. You will again be put on our waiting list and will have another chance for an interview and review process. Please keep in mind that the items that have caused your denial at this time, may or may not affect your next application. It is always good to review your financial and household situation before any interview is scheduled.

Per Section 4E (Appeal Procedures) of the Colorado Department of Housing, Administrative Plan, you have the right to appeal this decision at an Informal Review/Hearing which you may address and present any relevant documentation to dispute this claim. To do so you must request the Informal Review/Hearing in writing no later than 10 days from the date of this letter (by \_\_\_\_\_). Include copies of your verification of incorrect proceeding and a hearing date will be set. You will be notified, in writing, of this date.

Sincerely,

Housing Agency Representative